

Military Leave of Absence by Type:

- **Military Leave – Employee**
- **Military Leave – Qualifying Exigency**

Military Leave of Absence – Employee:

Military leave means an approved absence for the period of time required to fulfill the military obligation. This includes being called to duty or by voluntary enlistment, ordered to active training or inactive duty training or is ordered to perform in a state emergency by compulsory call of the Governor or the President. Employees are entitled to 15 work days of Leave per year for training or emergency active duty. See **Civil Service Rule 2-14** and **Regulation 2.04 (Military Leaves of Absence and Return-to-Work: Basic Rights)**

How Do I Request a Military Leave of Absence - Employee?

You are required to complete the **C-53** (Application) form and submit it to your supervisor, bureau liaison or the Office of Human Resources (fax # 517-284-9953).

[C-53 APPLICATION FOR MILITARY LEAVE OR WAIVED RIGHTS LEAVE OF ABSENCE](#)

Military Leave of Absence - Qualifying Exigency Leave:

Leave necessitated by call to duty of spouse, parent or child (**ONLY for National Guard and Reserve members, and military retirees called to active duty**).

Limited to **12 work weeks during a 12-month period**.

How Do I Request a Military Leave of Absence – Exigency Leave?

You are required to complete **Page1 (Section 1) only** of the **Leave of Absence Application for FMLA, Medical, and Parental Leaves** and the **CS-1808** (medical certification). Completed forms can be submitted to your supervisor, bureau liaison, or the Office of Human Resources (fax # 517-284-9953). **To ensure confidentiality of your medical information, you may submit the CS-1808 directly to the Office of Human Resources.**

[LEAVE OF ABSENCE APPLICATION FOR FMLA, MEDICAL, AND PARENTAL LEAVES](#)

[CS-1808 CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE \(FMLA\)](#)

Loco Parentis:

In situations such as in loco parentis, where there is **no legal or biological relationship**, to substantiate a relationship between the employee and the child, the employee must provide 'reasonable' documentation or a statement regarding the relationship.

Covered Active Duty:

Duty during deployment with the Armed Forces to a foreign country for:

- A member of a reserve component of the Armed Forces who is under a call or order to active duty under a provision of law referred to in 10 USC 101(a)(13)(B); OR
- A member of a regular component of the Armed Forces.

Veteran:

A person who served in the active military, naval or air service, and who was discharged or released from service under conditions other than dishonorable.

Covered Service Member:

A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retirement list for a serious injury or illness incurred in or aggravated by service in the line of duty on active duty;

OR

A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in or aggravated by service in the line of duty on active duty at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.